

Section. 2-108. Personnel Board -Terms; Filling of Vacancies.

The term of office of members of the Personnel Board shall be three (3) years, but the terms of no more than two (2) members shall expire the same year. Any vacancies shall be filled by the Town Manager to serve the balance of the unexpired term. All members shall hold office until their successors have been appointed and qualified. (Gen. Bylaws, Art. 11, § 2,3-4- 72)

Section. 2-109. Personnel Board - Officers and Proceedings.

(a) The Personnel Board shall annually, in April, meet and organize by electing its own chairman and clerk. The board shall keep a record of its official proceedings and actions. A majority of the Board shall constitute a quorum and votes of a majority of all members shall be necessary to act on any matter upon which it is authorized or required to pass under the Administration Plan.

(b) The Personnel Board shall meet regularly at least once a month in at least ten (10) months of every year for the transaction of business under this bylaw and it may hold such special meetings as may be called by the Chairman or directed by a vote of the Board. (Bylaws, Art. 11, § 3, 3-4-72)

Section. 2-110. Personnel Board - Duties.

(a) The Personnel Board shall administer the Administration Plan and shall establish such policies, procedures and regulations as it deems necessary for the administration of such Plan, and shall have the authority to decide all questions relating to the application of this Article.

(b) The Personnel Board shall maintain written descriptions of the job titles provided by Department Heads describing the essential characteristics, requirements, and the general duties of such titles. The descriptions shall not be interpreted as complete or limiting definitions, and employees shall continue to perform any duties assigned by their superiors.

(c) The Personnel Board, from time to time, shall review all classifications under its jurisdiction. Such reviews shall be so scheduled as to cover all such classifications at intervals of not more than three (3) years. In case of necessity, the Personnel Board may tentatively approve a new classification or reclassify an existing classification, subject to the subsequent ratification of its action at the next Town Meeting.

(d) The Personnel Board shall keep informed as to pay rates and policies outside the services of the Town, and shall recommend to the Town any action deemed desirable to maintain a fair and equitable pay level.

(e) Pay schedules shall be determined and reviewed by the Personnel Board and adopted by vote of the Town at a Town Meeting.

THIS IS NOT AN OFFICIAL DOCUMENT